

MATER CHRISTI  
CATHOLIC  
PRIMARY  
SCHOOL  
Parent Handbook



## **Mater Christi Catholic Primary School Details**

Postal Address:	PO Box 3077 Success W.A. 6964		
Street Address:	340 Yangebup Rd, Yangebup W.A. 6164		
Telephone:	(08) 6173 9000		
Email:	<a href="mailto:admin@mcps.wa.edu.au">admin@mcps.wa.edu.au</a>		
Office Hours:	8.15am-4.00pm. An answering machine operates outside normal hours.		
School Hours:	Doors open:	PP-Year 6: 8:30am	Kindy: 8:30am
	Classes commence:	8:45am	8:55am
	School concludes:	3:05pm	2:55pm
	<i>Supervision is provided from 8.15am until 3.30pm</i>		
Absence:	Parents are asked to contact the school if their child is unable to attend. A formal note of explanation, signed by the parent/guardian, is a legal requirement on the student's return to school.		

## **Mater Christi School Prayer**

Lord bless our school  
Bless all the children  
Bless our families  
Bless our teachers  
and all who work with them.  
Lord teach us to care for others  
So that we can be a good friend  
to those who need us  
to those who feel left out or are lonely  
Always ready to share everything that we have.  
Help us to be like Jesus  
A friend to anyone who needs us.  
Let our friendship help them to  
come to know you and your love.  
Amen.

## **Mater Christi Crest and Motto**



The school crest of Mater Christi, formally named MacKillop Catholic Primary School, depicts the adult enveloping the child, which symbolises the nurturing atmosphere we as parents, teachers and caregivers aspire to give our school children in order for them to develop into their full potential.

Mary MacKillop strove to nurture the whole child in his/her education and well-being which we make as our goal today.

We are dynamic examples of Christianity when we act out our love for our fellow human beings, and it is by our actions that we teach our children to have 'Charity in Our Hearts' - a phrase frequently used by Mary MacKillop.

## **Mater Christi Vision Statement**

Core Purpose: Making Jesus Real in the lives of our students, our families and our staff.

Mater Christi Primary School, in the name of Mary, Mother of Christ, exists to give witness to the love of Jesus Christ as embodied in our Catholic faith.

As a faith community, we seek at all times to make Jesus real in the lives of our students, our families and our staff. We do this by modelling gospel values in our daily work. In particular, we strive always to demonstrate deep respect for the people we encounter. We have a close and supportive connection with our parish and our liturgies are dynamic and sacred opportunities to further strengthen each person's relationship with Christ.

As an educational community, we nurture in every student a belief in their individual potential and commit ourselves to helping them achieve this while respecting and protecting the rights of each other. Students are at the centre of all our educational endeavours and are encouraged to be open to new learning experiences.

As a professional community, we are determined to make a difference to each student. We endeavour to provide a safe and nurturing environment for our students, marked by the active presence of Jesus. Our parents are our partners in all our endeavours. Relationships with families are marked by respect, courage and integrity. As a staff, we are loyal to each other and conscious that our professional lives set the tone for the school. We are clear in our purpose and priorities and each person takes personal responsibility for their unique role to ensure that we continue to grow.

## Principal's Welcome



Welcome to Mater Christi, a Catholic Primary School that has for 32 years, educated boys and girls from Pre Kindy to Year 6, fostering an environment of excellence, love of learning, community, charity and social justice.

Mater Christi is a vibrant triple stream primary school where our enthusiastic and dedicated staff offer innovative, engaging and high-quality learning programs that cater to our student's diverse needs and interests. Children at Mater Christi have opportunities to develop collaborative skills, critical thinking, communication skills and creativity. At Mater Christi children are challenged and supported in all areas of the curriculum to become active, lifelong learners who can contribute, live and succeed in society.

Mater Christi caters for the pastoral care and inclusion needs of all students. We work collaboratively to support and develop happy, confident and curious students ready to embrace and celebrate faith, learning and life.

We pride ourselves on strong, quality parent-teacher partnerships. Mater Christi welcomes families into our school and recognises parents as the first educators of their children. The role of parents is highly valued, and we support families in developing their child's potential for learning. Their contribution to building and contributing to our community spirit is outstanding.

We offer a wide range of specialist programs including Drama, Italian, Music, Physical Education, Science and Visual Arts. Our students can also access support programs such as Reading Recovery, MiniLit and Enrichment.

Mater Christi gives its students many opportunities to be involved in extra-curricular activities, including Catholic Schools Performing Arts, Edudance, Junior and Senior Choir, individual music tuition, Coding Club, After School Sports and Enviro Club in collaboration with Emmanuel Catholic College.

Our students are also supported by the School Counsellor and Psychologist and have on site access to private speech and occupational therapists.

As a Catholic Parish community school, there is an excellent relationship between the School and Parish. Children attend Mass regularly and Religious Education is taught daily. Together we assist the children in acquiring a more profound knowledge of Jesus and the Church and experiencing the love of God.

We are very proud of our children and school community and feel blessed in the strong partnership between school, home and Parish. Thank you for making Mater Christi your school of choice, entrusting your child/ren into our care and being part of our community.

Miss Toni Kalat  
Principal

STAFF LIST 2023				
Principal: Toni Kalat		Assistant Principals: Julie Southwell, Renae Zelich		
CLASS		TEACHER	ASSISTANTS	
ELC		Danielle Wade	Emily Gowland (Tues/Thu) Emma Callanan (Tues/Thu)	
KINDY	A&B C&D	Donna Ward Zoe Spencer	Karen Pitcher (KA/B - Mon-Thurs) Emma Callanan (KA/B – Friday) Susan Cattalini (KC/D - Mon-Thurs) Narainee Gunness (KC/D Friday) Jo Grandy (KA Mon/Wed & KD Tues/Thurs + Fri)	
PP	A B C	Christina Houdek Olivia Robberechts Maddy Ruocco	Sandie Collinson (Mon/Thurs) & Alyce Toomey (Fri) Eileen Erzay & Stacey Harding Karina Minervini	
YR 1	A B C	Cassie Mortimer/ Kirsty Cunningham (Thur/Fri) Natalie Hampson Katy Hanretty	Narainee Gunness (Mon/Thurs) & Kate Annert Miriam Gough Donna Johnson & Alyce Toomey (Mon/Thurs)	
YR 2	A B C	Madeline Harwood Alyssa Iacopetta April Chalak / Nicole Woodhouse (Monday)	Carmen Forde (Mon-Thurs) Diana Wake Deb Gladwell (Mon/Thurs Morning)	
YR 3	A B C	Rachael Sita Sophia-Rose Berini Alana Macainsh	Gemma Conway	
YR 4	A B C	Chelsey Lamb Nicole Nuttall Maddy Dawson	Anna Querios Michelle Tipic	
YR 5	A B C	Courtney Berardi/ Tania Marraffa (Mon) Alysha Hunter Reuben Brennan / Katie de Bes (Thurs/Fri)		
YR 6	A B C	Rebecca Ciesla Sarah Jeans / Tania Marraffa (Fri) Geprgia Harvey / Katie Williamson (Mon/Tues)		
LOTE		Linda Piacenti	Admin	Barbara Neville
Music		Jennifer Higgins		Amanda Burke
Drama		Pat Pottier (Tuesday – Friday)		Paula Nichols
Art		Caroline Kiely (Monday - Thursday)		Tanya Hetherington
Science		Grace Richards	Library	Deborah Gladwell
Phys Ed		Ryan Donnelly	Canteen	Wendy Scherini (Wed - Fri) Karen Piscopo (Wed - Fri)
Curr Leaders		April Chalak, Courtney Edmondson (Mon)	Grounds	Anthony Jenkins Luke Scott (Wed – Thurs)
Kindy DOTT		Danielle Wade (Friday)	Uniform	Anna Queiros
Reading Recovery		Paulina Sweeney	Psychologist	Terry Andrews (Wednesday)
Support		Mandy Ikin (Support Coordinator)	Counsellor	Rebecca Austin (Mon – Thurs)
		Sarah Edwards (Snr Support)	MiniLit	Diana Wake / Carmen Forde
Enrichment		Sarah Jeans (Friday)	MiniLit	Miriam Gough
IT Co-ordinator		Reuben Brennan (Thurs-Fri)		



## Term Dates for Students 2023

Term One	Wednesday 1 February to Thursday 6 April
Term Two	Monday 24 April to Friday 30 June
Term Three	Monday 17 July to Friday 22 September
Term Four	Monday 9 October to Thursday 14 December (TBC)
These dates are correct at the time of printing and may change due to circumstances beyond our control.	

## 2023 Public Holidays

Term One	Monday 6 March Labour Day,
Term Two	Tuesday 25 April Anzac Day, Monday 5 June WA Day
Term Three	Monday 25 September King's Birthday
Term Four	TBC
These dates are correct at the time of printing and may change due to circumstances beyond our control.	

## Bell Times

8.30am	Doors open for Kindy-Year 6
8:45 am – 10:30am	Start of school
10:30 am	Recess
10.50 am	End of recess
11:00 am – 12:30pm	Mid-morning teaching block
12:30 am	Lunch- seated and eating
12:40 am	Playing time
1:10 pm	End of Lunch session
1:15 pm – 3:05pm	Afternoon teaching block
2:55 pm	Kindy Dismissal
3:05 pm	Dismissal

## Before and After School

Students should not arrive before 8.15am and should leave promptly when school concludes unless participating in an authorised, supervised activity. Teachers are normally in their classrooms by 8.30am when the lobby doors open. After school, teachers will be on duty until 3.30pm to supervise students waiting to be collected from the pick-up area in the undercover area.

## Masses and Liturgies

Masses and Liturgies are celebrated regularly, usually on a Friday in the church at 9.00am. Whole School Masses are prepared on a rostered basis by classroom teachers and the Assistant Principal Religious Education (APRE). Classes will also be involved in Parish Masses over the course of the year. Parents and friends are welcome to attend all liturgical celebrations.

## Sacramental Programs

In keeping with the Archdiocesan Policy for the preparation of children for the Sacraments of Initiation, our parish implements the policy for the Sacraments of Initiation being **Family Focussed, Parish Based** and **School Supported**. The need for these experiences is important for catechesis.

**Family Focussed:** The responsibility for this preparation belongs firstly with parents. This reflects the teaching of the church, which is, that children being initiated into the Church should be able primarily, to look to their parents and family for the necessary nurturing of their faith.

**Parish Based:** It should be noted "the pre-eminent place for catechesis" is the parish (Catechesi Tradendae 67). The parish is the place where people learn to live as a faith community.

**School Supported:** The role of the Catholic schools in supporting Sacramental programmes for young people is to nurture strong partnerships between family and parishes (Catholic School Mandate para 80). As a Catholic school we support all students with their preparation of the Sacraments.

Generally, children in Year 3 make their **First Reconciliation** receiving the Sacrament of Penance, children in Year 4 receive their **First Holy Communion** through the Sacrament of First Eucharist, and children in their final year of primary school, receive the Sacrament of **Confirmation**.

Therefore, **all children wishing to receive the Sacraments of Penance, Eucharist and Confirmation, in our parish will register with the Parish at the start of the school year.** It is imperative that the children are enrolled at the commencement of the year so their Sacramental preparation can be full and complete.

We look forward to supporting you and your child in their Sacramental journey.



## Enrolment

Catholic Schools exist to further the Mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, as far as resources allow.

## Application Process

Thank you for your interest in Mater Christi Catholic Primary School. This package of information will guide you through the application process for students wishing to attend Mater Christi Catholic Primary School.

### Step One

Complete all sections in the "*Application for Enrolment Form*". Arrange for your Parish Priest to complete the "*Parish Priest Reference Form*" and attach to the "*Application for Enrolment Form*". Please return the application to the Enrolments Officer in the School Office.

### Step Two

Please attach the following documentation to your application form:

BIRTH CERTIFICATE	BAPTISM CERTIFICATE
PARISH PRIEST REFERENCE	IMMUNISATION HISTORY STATEMENT (From Medicare)
SCHOOL REPORT	PASSPORT/VISA IF BORN OUTSIDE AUSTRALIA
NAPLAN (YR 3,5)	BISHOP'S RELIGIOUS LITERACY ASSESSMENT (YR 3,5)

### Step Three

If your application is successful, you will be contacted and invited to attend an interview with the School Principal before a confirmed place at Mater Christi is offered.

Please note a non-refundable application fee of \$50 must accompany this *Application for Enrolment*. If you are offered a place at Mater Christi a deposit of \$100 must be paid this deposit secures your child's enrolment and will be deducted from your first term fees.

### The Interview (new enrolment):

At the enrolment interview the Principal will ask a series of questions about what attracted you to Mater Christi and how you might contribute to the School's development via the Parents & Friends Association or the School Advisory Council. Your child or children are expected to attend the interview.

### The Interview (Sibling)

At the sibling interview, the Assistant Principal will meet with you and your child to discuss what your aspirations are for your child. This is an opportunity for the school to get to know your child before they commence at Mater Christi.

### Criteria for Enrolment:

At the discretion of the Principal, the following criteria will be used to select those students for whom an offer of enrolment is made:

1. Catholic students belonging to the Mater Christi Parish Community with a Parish Priest Reference.
2. Catholic students outside the Parish with a Parish Priest reference.
3. Other Catholic students
4. Siblings of non-Catholic students.



5. Non-Catholic students from other Christian denominations.
6. Other non-Catholic students.
7. Enrolment must comply with government entry age requirements. The minimum age for enrolment of a child in kindergarten will be four years of age prior to 30 June of the enrolment year.
8. Enrolments must comply with government immunisation requirements.
9. The Principal may vary the above priorities to suit particular local circumstances prevailing at the time, after prior consultation with the Executive Director of Catholic Education and written confirmation of the outcome.

**Parents on enrolment of their children in Mater Christi need to:**

- Be supportive of a full Catholic Education for their child.
- Support the educational and spiritual programme of the school.
- Work cooperatively with and within the school.
- Pay school fees, except in case of genuine hardship, where alternative arrangements may be made by appointment with the Principal. Associated with the fees are a Building Levy, P&F Levy, Amenities Levy and IT Levy. Levies and associated fees are non-refundable.
- Ensure their child attends school in correct and full school uniform

**Enrolment Procedure (compliance with Disability Standards in Education 2005):**

- The Application for Enrolment Form should be free of disability details.
- If the parent is offered an interview, then a Student Information Form is to be given to the guardian/parents to complete and submitted with other supporting documentation at or prior to the interview.
- The Student Information Form detailing the child's additional needs may be discussed at the interview.

The identification of additional support needs will not affect the enrolment decision; however, a full discussion is encouraged to enhance the school's ability to plan and support the child

**Publication of Images**

It is a requirement the school needs to obtain parental/guardian permission before using visual images of students. Our school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school. In addition to this the promotion of events published on our school's Web Site may result in your child's image potentially being accessed worldwide through the Internet. Permission of parents/caregivers for the use of images is sought through the enrolment process and at the beginning of each year.



## School Uniform

The uniform shop is open on Wednesdays 8.00-11am and Thursday 12.30-3.30pm. Order forms can be found at the school office, or you can also place orders online via our school website.

### Kindy

- Kindy students can wear their red Kindy t-shirt (non-compulsory). Parents are encouraged to dress their Kindy aged child in non-restrictive and comfortable clothing to allow them to fully engage and participate in the Kindy Program.
- Kindy students are to wear comfortable footwear which they are able to take on and off with minimal assistance (no thongs, slippers).
- Our school follows the Cancer Council's recommendations for a 'No Hat, Play in the Shade' policy where a hat must be worn all year round during recess, lunch time and outdoor activities.



### Pre Primary

- Wearing of the sport uniform is compulsory for all Pre Primary students.
- Pre-Primary wear their faction t-shirt, shorts or pleated skirt (optional) and predominantly white sport shoes with white "Mater Christi" sport socks.
- Our school follows the Cancer Council's recommendations for a 'No Hat, Play in the Shade' policy where the school hat must be worn all year round during recess, lunch time and outdoor activities.

### Years 1 - 6

- Years 1-6 wear their full summer and winter uniforms with black school shoes (lace up or Mary Jane style manufactured by Clarkes, Bata Scouts or Rivers) with school socks purchased from the Uniform Shop. Suede or canvas type shoes are not classified as "school shoes" and therefore not suitable.
- On their sport day/s students wear their sport uniform with predominantly white sport shoes and white "Mater Christi" sport socks.
- Shirts are to be tucked in and shoes kept in good condition, polished and cleaned.
- Dresses and skirts should be sitting just above the knee.
- Our school follows the Cancer Council's recommendations for a 'No Hat, Play in the Shade' policy where the school hat must be worn all year round during recess, lunch time and outdoor activities.

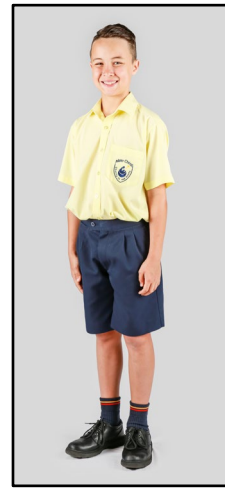
#### **Year 1 to 3 Winter Uniform**



#### **Year 4 to 6 Winter Uniform**



## Summer Uniform Year 1 to 6



✓	✓	✓
✗	✗	✗

## School Factions

The school has four factions named after animals that inhabit the local environment.  
These are:

Bobtails = Blue  
Bandicoots = Red  
Honeyeaters = Yellow  
Magpies = Green



✗	✗	✗	✓	✓	✓

## Grooming and Accessories:

- Hair must be neat and styled in a manner in keeping with primary school standards.
- Students with hair longer than collar length are to wear their hair tied back.
- All hair must be clean with fringes above eyebrow length.
- Hair is to be tied back with Navy blue or white elastics, ribbons, scrunchies or headbands (no logos or licensed merchandise).
- 'Fad' haircuts and hairstyles (zig-zag stripes, shaved patches, rat's tails, excessive hair gel and haircuts shorter than a number 2 do not align with our School Policy.
- A simple watch and one pair of plain studs or sleepers (one in each ear) is permitted.
- A cross or religious medal on a gold/silver chain can be worn under clothing.
- All other jewellery (rings, bracelets, bangles etc.) is not to be worn as it poses a hazard in school and sporting activities.
- Makeup and/or nail polish are not part of our school uniform.



All items except sport shoes and school shoes are to be purchased from the school Uniform Shop.

- All items must be clearly labelled with the child's name – including surname. Names can fade with washing so please reapply when required.
- Pre-owned items need to have the previous owner's name removed before being renamed.
- Children often accidentally pick up wrong items of clothing. Please check that what they are wearing actually belongs to them.
- All children are expected to be in complete and correct school uniform from the beginning of each term.

**Uniform Infringement Notice:** Should any child wear the incorrect uniform without written notification from their parent a uniform infringement notice will be sent home by the Classroom Teacher. Should this matter be reoccurring an Assistant Principal will make contact with the parent.

## Sun Protection

The Cancer Council warns that during the months from April to September, exposure to harmful rays of the sun can cause skin damage. Mater Christi is a Sun Safe school we recommend students apply sunscreen before coming to school. Our P&F kindly supply extra sunscreen to every class. Students should be protected by an adequate sunscreen on exposed areas and must wear a hat during outdoor activities. The school has a **no hat play in the shade** policy.



<b>KINDY UNIFORM</b>	<b>Sizes</b>	<b>Price</b>
T-Shirt Short Sleeve	2C, 4C, 6C	\$27.50
Hat	XS-S, S-M, M-L, L-XL	\$15.00
<b>BOYS SUMMER UNIFORM (Term 1 &amp; 4)</b>		
Shirt - Lemon Short Sleeve	4-18	\$36.50
College Shorts Navy	4-20	\$40.00
Sock Short Navy	5-8, 9-12, 13-3, 2-8, 8-11	\$10.50
<b>BOYS WINTER UNIFORM (Term 2 &amp; 3)</b>		
Pullover Wool	4-10	\$74.50
Pullover Wool	12-16	\$77.50
Pullover Polycotton	4-8	\$79.50
Pullover Polycotton	10-18	\$79.50
Shirt - Lemon Short Sleeve	4-18	\$35.00
Navy Trousers	4-20	\$50.00
College Shorts Navy	4-20	\$40.00
Tie – Tartan Years 4-6 only	One Size Only	\$25.00
Sock Short Navy	5-8, 9-12, 13-3, 2-8, 8-11	\$10.50
<b>GIRLS SUMMER UNIFORM (Term 1 &amp; 4)</b>		
Dress – Button Style	2C-8C	\$71.00
Dress – Button Style	10C-16C	\$79.50
College Navy Shorts Girls		
Shirt - Lemon Short Sleeve	4-18	\$35.00
Sock Short Navy	5-8, 9-12, 13-3, 2-8, 8-11	\$10.50
<b>GIRLS WINTER UNIFORM (Term 2 &amp; 3)</b>		
Pullover Wool	4-10	\$74.50
Pullover Wool	12-16	\$77.50
Pullover Polycotton	4-8	\$79.50
Pullover Polycotton	10-18	\$79.50
Shirt Short Sleeve Lemon	4-18	\$36.50
Pleated skirt	4-10	\$68.00
Pleated skirt	12-16	\$71.50
Pleated skirt	18-20	\$79.50
Tights/Stockings	6-9,10-12, Mid, Tall	\$14.00
Tie – Tartan Years 4-6 only	One Size Only	\$25.00
Navy Trousers	4-14	\$43.50
Sock Short Navy	5-8, 9-12, 13-3, 2-8, 8-11	\$10.50
<b>SPORTS UNIFORM</b>		
Sports Shirts Bobtails	4C-16C	\$31.50
Sports Shirts Bandicoots	4C-16C	\$31.50
Sports Shirts Magpies	4C-16C	\$31.50
Sports Shirts Honeyeaters	4C-16C	\$31.50
Short Sport Microfibre	4C-16C S, M, L	\$25.50
Pleated Skirt ( <i>optional</i> )	4c-16c	\$47.50
Sports Briefs ( <i>must be worn with skirt</i> )	4c-16c	\$24.50
Sock Sport White	5-8, 9-12, 13-3, 2-8, 8-11	\$10.50
Jacket Zip	4C-16C	\$56.00
Track Pants	4C-16C	\$47.00
<b>HAT</b> Wide brim, royal ( <b>NO EXCHANGES</b> )	XS-S, S-M, M-L, L-XL	\$15.00
	Small	\$76.00
<b>School Bag</b>	Large	\$83.00
<b>HOMEWORK</b>		\$12.00



## Fees and Charges

The school fees and charges are on our school website [www.mcps.wa.edu.au](http://www.mcps.wa.edu.au) or come to the front office to get a copy. Fees statements are email at the beginning of each Term.

## Monies

School fees can be paid at the office, over the phone via credit card. Any fund-raising money should be in a clearly marked envelope with the student's name, class and purpose for which it is intended.

## Lost Property

Clothing lost property is kept at the front office, whilst lunch boxes and drink bottles are kept in the Undercover Area. Items that are named are returned to the rightful owner. At the end of each term unmarked items of clothing will be sold as second-hand uniforms.

## Newsletter

Newsletters are an important way of communicating with all parents and caregivers on matters concerning the school. These newsletters provide up to date information on school, P&F and community activities. They are published every Friday and is available via the schoolzine App.

## Pick up & Drop off Procedures for Parents

All students who are transported to or from the school by vehicle, must be dropped off at, or picked up from, the designated Drive-Thru area. However, parents who park in the designated parking areas may accompany their child to their classroom or collect them from their classroom, Undercover Area or from the school courtyards.

All families collecting students at the Drive-Thru must display their family name card on the vehicle's sun visor. The school office, on request, provides family name cards. Drive-Thru applies for students in Years 1-6. All children must be collected from the school grounds by 3.30pm.

The first driveway is 'drive-thru' and is for pick-up and drop-off only. The second driveway is for parking and getting out of the car to walk into the school to drop off or collect children.

Overtaking in the 'drive-through' to get to the back of the school is potentially dangerous. If there is a need to gain access to that area, drivers must wait in the queue. Please do not ask children to wait for you at the front of the school or on the oval. They are to wait in the Undercover Area where they are supervised. The 'Baby Bays' are for the use of parents/guardians with prams. WA Police and City of Cockburn have in the past issued infringement notices and no doubt will do so again.

This is the best drive through/car park set up many of us have seen. Adhering to the rules keeps it that way. Patience is a virtue! Please be a good role model to your children!

## Parking and Traffic Flow around the School

Mater Christi is a reverse parking school. These rules are all about safety, in particular the safety of our children. The complete version including actions for non-compliance, can be found on page 13 and on our website. They were created with input from WA Police and the City of Cockburn and are all underpinned by common sense.





## Rationale: The Safety of Our Children Comes First

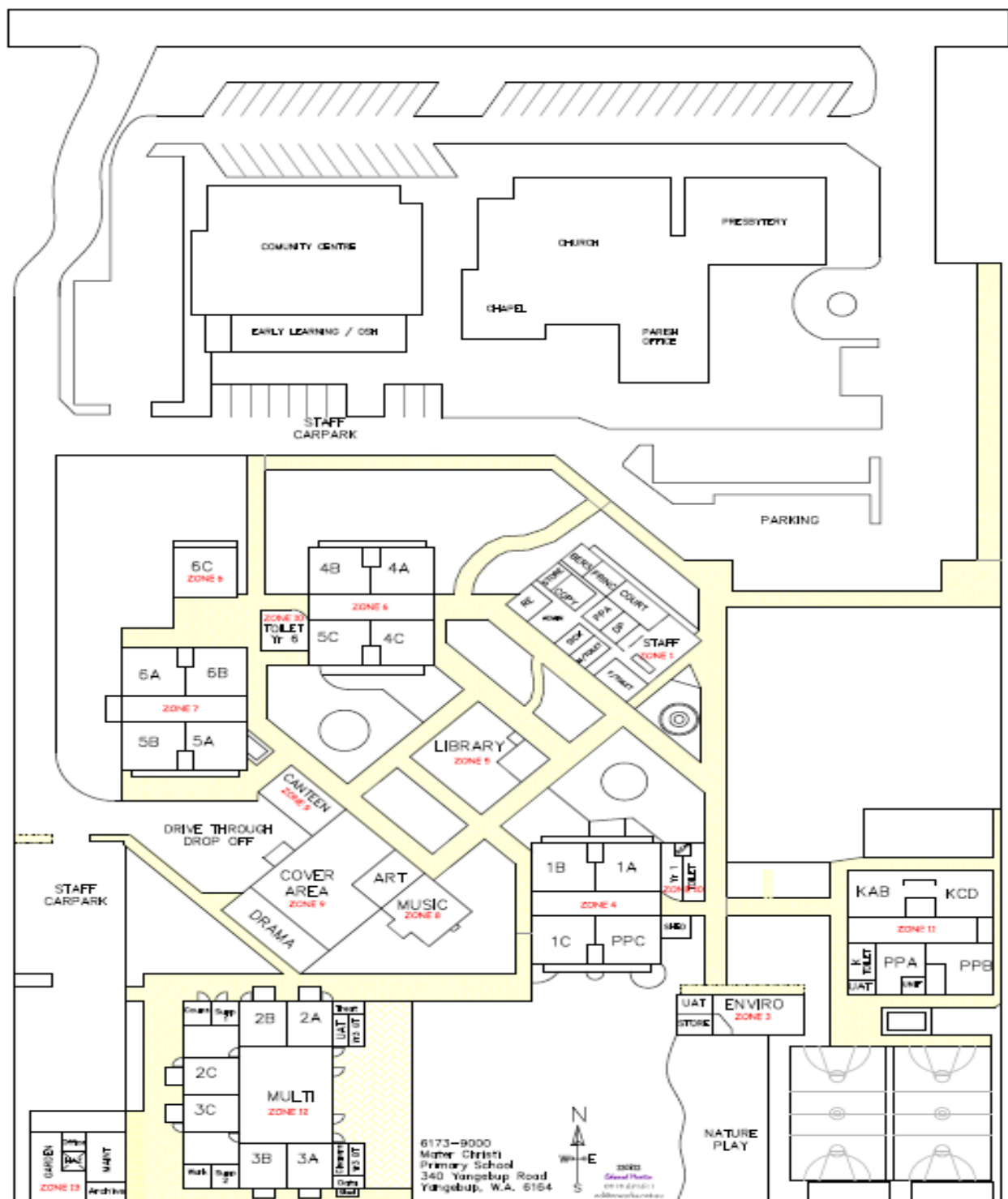
The Principal reserves the right to refuse entry to any driver of a motor vehicle whom she believes may conflict either directly or indirectly with the safety of any student, staff member, parent/guardian or official of the Mater Christi Catholic Primary School or any other child or student in her care or control.

## School Traffic Flow Map



<b>RULE No. Description</b>	
1.	ALL DRIVERS must strictly adhere to the 10km/h speed limit within the school car-park.
2.	ALL DRIVERS must adhere to a 10km/h speed limit when driving on the school oval or any other area within the school grounds that has been designated for driving.
3.	ALL DRIVERS must give way to pedestrians at all times.
3a	ALL PEDESTRIANS must ensure they utilise footpaths and make direct movement through and across the car-park to minimise the impact on traffic flow and to ensure children are walking on roads and in the car-park for the least amount of time as possible. CHILDREN MUST NOT BE WALKING THROUGH THE CAR-PARK UNLESS ACCOMPANIED BY A PARENT/GUARDIAN.
4.	<b>ALL DRIVERS must reverse into parking bays within the school grounds at ALL times</b>
5.	ALL DRIVERS must strictly adhere to the ONE-WAY traffic flow signage within the school carpark. This includes both posted signage as well as road surface markings.
6.	ALL DRIVERS dropping off or collecting children from their vehicles MUST do so via the drive through drop off/pick up service only. Parents/Guardians are not permitted to drop off/collect their children from any other location on the school grounds. Parents/Guardians not utilising the drive through service must attend class or the undercover area and then accompany their child through the car-park to their vehicle.
7..	ALL DRIVERS must reverse into parking positions on the front verge of the school situated on Yangebup Road.
	NOTE - An undertaking has been made between Mater Christi and the City of Cockburn, that if drivers comply with this requirement then they WILL NOT issue Traffic Infringement Notices for parking at this location. The City of Cockburn WILL reserve the right to issue infringements to drivers who do not comply with this requirement. COUNCIL PENALTY - \$100.00
8.	VEHICLES are not permitted to park within the small round-about to the front of the church.
9.	VEHICLES must not stop or park their vehicles on or adjacent to a "NO STANDING" sign painted on the road surface.
10.	VEHICLES must not park either wholly or partially on ANY footpath within the school grounds.
11.	NO DRIVER shall drive their vehicle on school grounds or where students are present in a wilful manner (which includes speed), that is inherently dangerous, or given regard to the circumstances, considered to be dangerous to the public or to any person.
12.	ALL PARENTS/GUARDIANS must explain the Mater Christi School Traffic Guidelines and Rules to ANY person who will be attending the school to collect their child in a motor vehicle.
13.	ALL DRIVERS queuing for the Mater Christi drive through pick up/drop off service shall not leave their vehicle unattended at any time. A licensed driver must remain with the vehicle at all times.
14.	ALL DRIVERS queuing for the Mater Christi drive through pick up/drop off service must ensure the surname of the child/children to be collected is displayed on the front dashboard or sun visor of the vehicle so it may be clearly seen by school staff.
15.	ALL DRIVERS parking vehicles on school grounds must only park in a designated parking bay or in an area that has been set aside specifically for vehicle parking.
16.	ALL DRIVERS shall obey the directions of a Staff Member, Parking Official or Traffic Warden so appointed by the school to carry out traffic control or car park duties.

## School Map



## Student Release during the Day

Parents/Guardians who need to take their child/children out of class during the school day **MUST** report to the office where you will have to sign your child/children out on the iPad. A tag out ticket will be printed and is to be given to the class teacher.

## Student Absences

If your child will be absent or late to school, it is important to ring the school office on 6173 9000 or email us [absentee@mcps.wa.edu.au](mailto:absentee@mcps.wa.edu.au) before 9am. All messages or emails should include the child's full name, class and reason for absence. Any student arriving after 8.45am must come to the office with an accompanying adult to sign in before going to class.

If the school has not been contacted by 9.30am an SMS will be sent to your mobile number requesting, you to contact the school to explain the absence. It is a legal requirement that the school receives a signed note for all student absences, therefore, if an email has not been sent, we will require a note upon your child's return to school. For extended absences please visit the office to complete a pink leave of absence form.

### Please refer to **APPENDIX 1**

## Punctuality

Parents are requested to ensure that their children are punctual for classes each day. We recommend that students arrive in sufficient time to unpack their bags and have everything ready for class to begin at 8.45am. Students who arrive late must be signed in at the front office by an accompanying adult before going to class. If any child is at school before 8:30am, they are to sit down alongside the library and wait for the 8:30am bell. If your children are late please come to the front office and tag them in on the iPad, a ticket will print out and this is then given to the class teacher.

## Accidents/Sickness

Parents are encouraged to keep their children home if they appear sick prior to leaving home for school. Children become very distressed if they are not well at school. As infection spreads very quickly within a school, all parents are asked to cooperate in this matter. If needed, details regarding the duration of the absence from school for infectious diseases can be obtained from the school office or by clicking on the following link.

[http://www.public.health.wa.gov.au/cproot/471/2/2014\\_communicable\\_disease\\_guidelines\\_web.pdf](http://www.public.health.wa.gov.au/cproot/471/2/2014_communicable_disease_guidelines_web.pdf)

If your child is involved in an accident or becomes sick at school, every effort will be made to contact you and to arrange medical attention. If your child is unwell, he/she may need to go home. For this reason, IT IS ESSENTIAL that the school is kept up to date with your address, telephone number - home and work, place of employment and emergency contact person for times when you may be unavailable. As outlined in Attendance above, parents are required to sign the child out on the register at the school office.

## Assemblies

Cluster assemblies are conducted according to the term planner usually on a Friday morning at 9am. Notices are read, merit awards distributed, birthdays announced and twice a term on a rostered basis classes throughout the year have the opportunity to show work and/or entertain the school community on a rostered basis. Each month, two children are also awarded '**Aussie of the Month**'. Parents of the recipients are invited to attend as special guests. Assemblies will be held in the undercover area this year.

## **Medication**

The school needs to be made aware of students with serious medical illnesses such as Asthma, Allergies, Diabetes, Epilepsy etc. and are expected to inform the school of any changes to the Plan, medication and /or dosages.

Parents/caregivers are required to supply the school with a Medical Action Plan, completed by their treating doctor, along with ALL prescribed medications.

If your child is taking medication at home please advise the school what they are taking for our records and in case this information is required at anytime.

ALL short and long term medications taken at school (except where a Medical Action Plan covers) MUST be taken to the school office where an 'Administration of Medication' form is to be completed and authorised by the Principal.

Kindergarten/Pre-Primary: Medications and forms are kept and administered in the classroom after being accepted by the office and authorised by the Principal.

Please do not bring your child to school if they are sick with cold or flu-like symptoms, head lice, discharge in eyes, cold sores, rash, fever or if they have had gastro in the past 48 hours.

In the event of an absence due to illness, please notify the school by 8:45am. The school policy requires written confirmation for the absence either by completing the Absence form in the office or by email via the szapp.

## **Canteen (PP to Year 6)**

Canteen facilities are available on Wednesdays, Thursdays and Fridays for lunch orders, for students in Pre-Primary to Year 6. (Pre-Primary lunch orders only)

The Canteen provides balanced and nutritious lunches for students at a very reasonable cost. This is to promote healthy eating habits and support the school in its Health Education Program. For more information, please refer to our Healthy Food and Drink Choices Policy which can be found at the web address below.

<http://www.mcps.wa.edu.au/wp-content/uploads/2015-Healthy-Food-Choices.pdf>

Restricted items are also available at Recess. The canteen must receive orders, in the class basket, by 9:00am. Online ordering can also be done by visiting the following website [ouronlinecanteen.com.au](http://ouronlinecanteen.com.au) and registering your details. Online orders must be completed by 8am of each canteen day.

The canteen depends heavily on voluntary assistance from parents. Parents are encouraged to see the Canteen Manager Wendy Scherini to offer their assistance. In the interest of safety, parents on roster are requested to organise baby-sitting for young children.

## **Eating Lunch and Recess**

Recess: Years 1-3 eat in the Undercover Area.

Years 4-6 eat in the Senior Courtyard and around the Library.

Lunch: all students eat in adjacent courtyards, under teacher supervision, from 12.30pm to 12.40pm. Any students, who have not finished eating, then go to the Undercover Area.

Wet/extreme weather: all students eat in classrooms.

**Lunch Boxes** – packed with a healthy choice lunch. As we emphasise good eating habits, we ask that lunch consists of an appropriate lunch meal (sandwich or wrap) and one or two other healthy items (e.g. fruit, yoghurt, cheese etc.). We encourage families to adopt Trash Free Lunchboxes. By choosing products that have less packaging, we help to minimize rubbish for landfill. Food Scraps are used for our worms and chickens. Please refrain from sending chips, chocolates, lollies, and other party foods. As we have children with life threatening allergies, we are an allergy aware school. Parents will be notified of specific allergies if they are an issue for your class.

## **Bicycles and Scooters**

Safety authorities recommend that only children ten years and older be permitted to ride to school without a supervising adult. Helmets are compulsory.

## **Homework**

At Mater Christi we believe homework to be worthwhile as it extends learning opportunities beyond the school environment.

Homework is a positive learning tool that develops, consolidates and reinforces skills and understandings presented in class. We recognise and strongly agree that homework assists in developing sound work routines, organisational skills and self-discipline and should be of educational value. Homework is the responsibility of the home.

The purpose of homework is

1. For students to practise and reinforce what has been learned in class.
2. For students to develop sound study and work habits.

The amount of time to be spent on homework will increase as children progress from Year 1 to Year 6. At the end of the allocated time limit per evening, children are encouraged to stop. Homework will generally consist of the following:

Year 1	Literacy & Numeracy	10 minutes
Year 2	Literacy & Numeracy	15 minutes
Year 3	Literacy & Numeracy	20 minutes
Year 4	Literacy & Numeracy	25 minutes
Year 5	Literacy & Numeracy	30 minutes
Year 6	Literacy & Numeracy	35 minutes

Reading for pleasure to establish sound reading habits for Years 4 to 6 for 15-30 minutes per evening is not seen as "homework" and is additional to the above time allocation.

Homework is set only from Monday to Thursdays. Homework will be modified where necessary. Homework will not be set for children who are sick or who are going away on holiday. For these children we suggest (a) reading (b) journal writing (c) practical mathematics e.g. kilometres travelled (d) Mathletics and (e) Reading Eggs/Eggspress.

Parent Involvement

1. To provide an area where the child feels comfortable.
2. To monitor the time spent on homework - a routine time block taking account of other activities.
3. To provide equipment – e.g. pencils, separate to what the child has at school.
4. To provide a dated Homework Diary for children in Years 3 to 6.



5. To check and sign homework tasks before submission on the due date.
6. To show interest and to offer guidance (facilitate) but not to solve content problems.
7. To notify the teacher in writing if the homework could not be completed by the due date.

Teachers will generally review homework tasks on Friday and address any problem areas.

## Communication and Reporting

Throughout the year a variety of methods will be used to communicate between student, parents and staff. These include:

Parent Information Evening:	Beginning of Term 1	PP - Yr 6
Parent Teacher Interviews:	End of Term 1	K - Yr 6
Newsletter:	Weekly (Friday)	K – Yr 6
Communication Diary:	Weekly	Yr 1 & 2
School Diary:	Weekly	Yr 3 - 6
Academic Reports:	End of Term 2 & 4	PP – Yr 6
Kindergarten Report:	End of Term 2 & 4	Kindy
Learning Journey:	End of Term 3	K – Yr 6

## Schoolzine app

To communicate school news to our parents in a mobile device friendly format, we will be using the Schoolzine app (SZapp). This app is used for notifying the school of a student's absence and contains other important links to school information such as the Term Calendar, Online Canteen ordering and School Uniform ordering. We strongly encourage parents download the SZapp (instructions provided below) in readiness for 2023. By subscribing to the SZapp, you will have the option to join one or more groups (ie Yr One, Yr Six) that pertain to your child/s year. The information within the app is secured by a four-digit passcode which you will receive at the beginning of each year via an email.

All other notes will be sent home with the students so please check bags regularly to keep up to date.

# INSTALLING SZapp

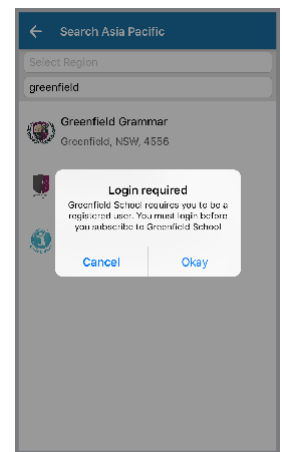
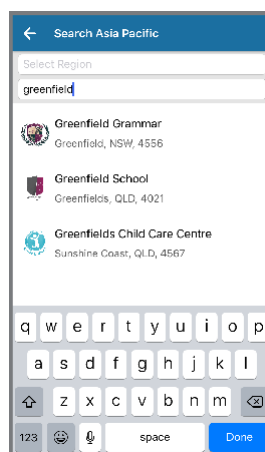
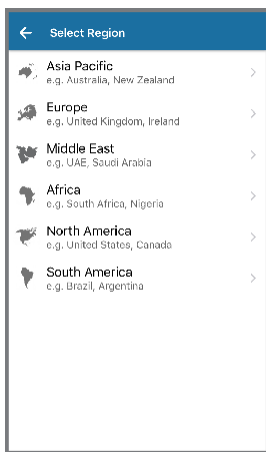


 **Apple devices:**

1. On your device, open the AppStore.
2. Search the App Store for SZapp.
3. Download and install SZapp.

 **Android devices:**

1. On your device, open the PlayStore.
2. Search the Play Store for SZapp.
3. Download and install SZapp.



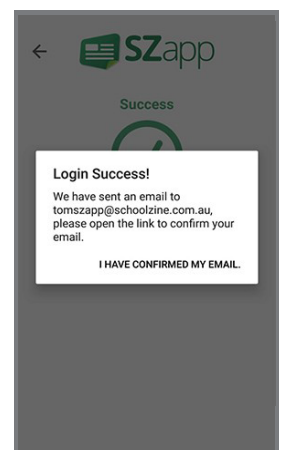
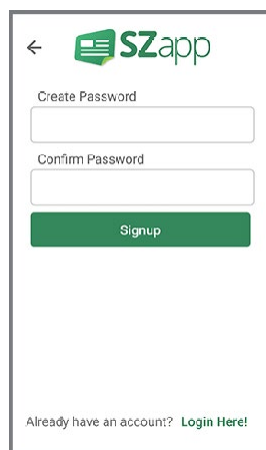
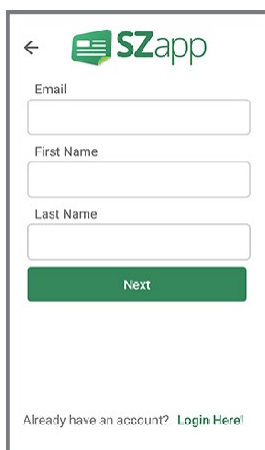
## 1. FIND YOUR ORGANISATION

Select your organisation's region.  
Search for and select your organisation.

## 2. REGISTER A USER

Before you can add your school,  
you will need to register.

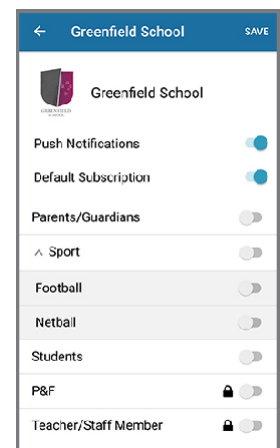
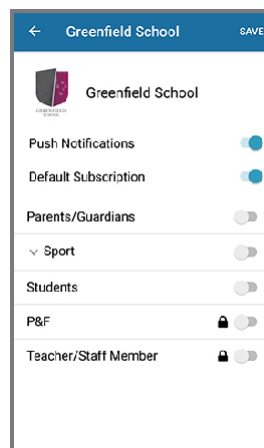
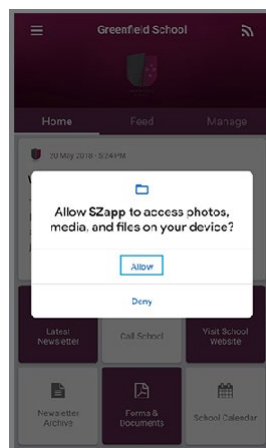
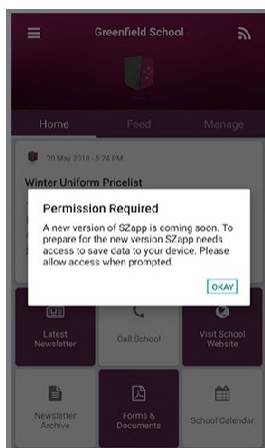
## 3. REGISTER A USER



Enter your email and name and then create a password.

## 4. CONFIRMING YOUR EMAIL ADDRESS

Once registered you will be sent an email to confirm your email address.  
Open your mail program and click/tap the URL to confirm.  
Upon completion, you will then be shown a confirmation screen.



## 5. ALLOWING PERMISSIONS

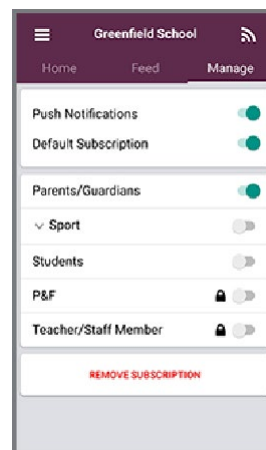
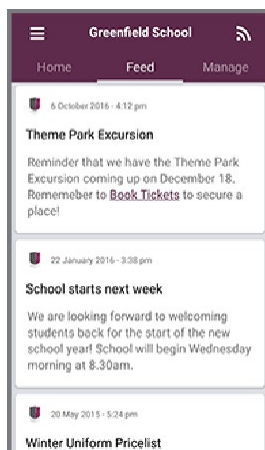
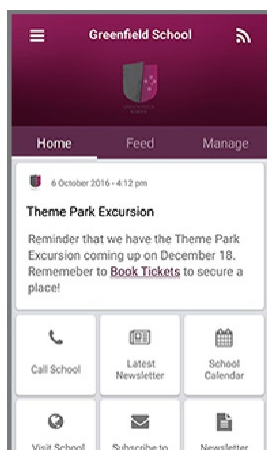
Upon installation of the update, you will be asked to allow access to storage on your device. This is required to ensure that SZapp can access the necessary files to store crucial data on your device.

Please click the affirmative options on each pop-up.

**Note:** The pop-up message you see may differ depending on your device.

## 6. MANAGING NOTIFICATIONS

Choose which group/s you would like to receive notifications from. Groups with arrows indicate that there are sub-groups which you can join.



### HOME

The Home tab displays the most recent news item and links to important school information and tools.

### FEED

The Feed tab shows a summary view of all news items which you have subscribed to.

### MANAGE

The Manage tab allows you to customise what information shows in your news feed and what push notifications you will receive.

## Feeder Schools

Our students generally attend the following high schools after completing Year Six: Emmanuel Catholic College (Success), (our main feeder school); Corpus Christi (Bateman), Seton Catholic College (Samson), Iona College (Mosman Park), CBC (Fremantle), Trinity College (Perth) and Mercedes College (Perth).

## Bishop's Testing and NAPLAN

Students in Year 3 and 5 will participate in the Bishop's Religious Literacy Assessment (BRLA) in early Term 3 and the National Assessment for Literacy and Numeracy (NAPLAN) in early Term 2.

## Enrichment Program

At Mater Christi, we celebrate the diversity and achievements of all students and encourage them to discover and perform at their potential in every domain. Exceptionally able students are supported through an approach that recognises learner needs and provides depth and complexity through stimulating, flexible and differentiated learning environments.

An Enrichment program is currently being run at the school. Small groups of students from Years 4-6 participate in weekly sessions. These sessions are designed to challenge and develop creativity and higher-order thinking skills. Students are selected for the program through a process primarily based on general knowledge testing, in combination with input from classroom teachers. This process will occur in Term 4 when the students are in year Three.



## Library

Over the last few years we have had an increase in the number of library books that have been lost or damaged beyond repair. Replacing lost and damaged books is costly to the school.

If your child has lost or damaged a book you will receive a 'Lost/ Damaged book notification letter' with the required payment to replace the book/s.

If you think your child has lost or badly damaged a library book, please contact your child's teacher or our library Officer.

Please encourage your children to look after their library books. The rules are:

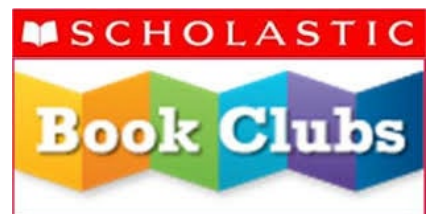
- Keep library books in your library bag.
- Try not to tear or crease the pages.
- Handle the books with clean hands.
- Don't bend the spines back.
- Keep books away from leaking water bottles.

Thank you for your understanding and co-operation in this matter.



## Book Club

Mater Christi Catholic Primary School participates in the Scholastic Book Club. Order forms are distributed to the students about 8 times a year. This is a great way to purchase books for your children and for the school to earn points, which are then used to obtain books for the library. If you wish to order from an issue, please follow the listed procedures.



- **Log-in to [www.scholastic.com.au/LOOP](http://www.scholastic.com.au/LOOP) or download our NEW iPhone and iPad app from the App Store!**
- For a quick start, just click on **ORDER** in the top menu or **REGISTER** first to save your details for next time
- Select your school and your child's class
- Add your child's first name and last initial (so the school knows who the book is for) i.e. John S.
- Enter the item number from the Book Club brochure

- You can order for multiple children at once if they attend the same school
- All orders are linked directly to the school for submission to Scholastic. Books will still be delivered to your child's classroom if you order by the close date
- **Do not return paper order forms, cash or payment receipt details to your school!**
- **No late orders will be accepted. If you order after the due date you will need to pay a delivery fee to have the order delivered to your home.**

For a quick how-to-order video, log-in to [www.scholastic.com.au/LOOP](http://www.scholastic.com.au/LOOP) and click on **HELP** in the top menu.

## Dogs

Dogs must not be brought to school when dropping off or collecting children. Please ensure that your dog is kept at home when your child/children leave for school.



## Smoke Free Zone

The school buildings and grounds have been declared a Smoke Free Zone and parents/guardians are requested to respect this out of consideration for other members of the school community.

## Wet Days and Days of Extreme Heat

On wet days, during break times, students remain in their classrooms engaged in quiet activities. On days of extreme heat, the school program is adapted to suit the prevailing conditions. Students remain in classrooms during lunch breaks and sport lessons are held in the Undercover Area or Mater Christi Community Centre. Pupils are not dismissed early without special notification.

## School Psychologist

A School Psychologist supports whole school practice by assisting students, teachers, parents and the school community on specific school based issues and challenges. Referrals are via the Teacher and then supported by Support Coordinator.

## School Counsellor

Our School Counsellor works with teachers and students within the classroom, implementing a variety of programs, as well as assisting students, teachers and parents with a range of school based issues and challenges.

## Out of School Care

Montessori – Stepping Stones provides a before and after school service on the Mater Christi site. Please contact them direct on 9417 1800 for more information.



## School Board

The School Board members include the Principal, the Parish Priest, representative of the Parents and Friends Federation WA, and six parents who are elected at the Annual School Community Meeting. The School Board works with the Principal and Leadership Team to provide support with the financial management of the school and as a sounding board for new initiatives and policies. The Board meets on the third Tuesday of the month during term time. Reports are received from the Chairman, the Principal, Parish Priest, Parents and Friends representative and the various committees of the Board. Elections are held at the Annual School Community Meeting held in November each year. Nominations for membership on the Board are called for in October/November if there are any vacancies to be filled.

## Parents and Friends

The Parents and Friends (P&F) is an integral part of the life of the school. The Association is a body of people who believe in the school and seek to further its aims. Membership is open to parents/guardians of children attending the school. Meetings take place on the second Tuesday of the month during term time.

There is a parent resource section in the school library, which has many resources available for loan by any parent/guardian in the school community. Information regarding upcoming events, names of P&F members and their roles, as well as particular requests to the community, can be found with the weekly school newsletter.


The Parish Priest, the Principal and all members of the staff of the school are ex-officio members of the Association.

At the end of each year, all executive positions on the P&F become vacant and nominations are called for in October/November, in preparation for the AGM.





## Attendance Procedures

 <p><b>Mater Christi</b> Catholic Primary School</p>	<p>Policy: <b>Attendance Procedures</b></p> <p>Originally Released: <b>2002 (CEWA) 2017 (Mater Christi CPS) 1/01/2023</b></p> <p>Date for Review: <b>2025</b></p>
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### Purpose

The School Education Act 1999 requires compulsory aged students to attend school or participate in an educational program of a school. Principals are to record/monitor student attendance and use strategies to restore attendance if needed. School attendance is strongly related to increased academic development and provides students with opportunities to develop social competence and relationships, be in a language-rich environment, work with others, and learn skills like problem-solving and persistence (Kearney & Graczyk, 2014). Attendance is measured as the number of actual full-time equivalent student days attended by full-time students in Years One to Ten as a percentage of the total number of possible student days. Educational Risk is defined as falling below 90% attendance.

SOURCES OF AUTHORITY	
CECWA Policy	Community Policy
Executive Directive	Student Safety, Wellbeing and Behaviour
Other	

### Scope

These procedures apply to all students from Pre-Kindergarten to Year 6.

### Procedures

Each school is required to keep accurate attendance records for all its students. This includes taking attendance. Although all school staff are vital in supporting regular student attendance, the Principal is responsible for:

- Keeping accurate attendance records for every child enrolled in the school; these can be stored electronically but must be able to be reproduced in written form.
- Maintaining records for the appropriate period of time under the School Education Regulations 2000.
- Managing alternate attendance arrangements.
- Implementing plans and strategies to encourage regular attendance.

Records must include:

- If the student was physically present or not.
- If the student was attending a different approved activity
- (the teacher running that activity must also record attendance).
- Any reasons given for an absence.
- If the reason for the absence is reasonable (see examples).
- A flag for unexplained absences (removed if a reason is given later).
- Information about any unsatisfactory attendance at school or classes.
- A mark for half-day attendance if the student is present for at least two hours of instruction.

Approved absence (EXPLAINED) – A Principal can record an absence as 'Approved' if there has been a reasonable explanation for a student's absence. A reasonable excuse for the purposes of explaining a school absence can include:

- Medical or dental appointments
- Bereavement or attendance at a funeral, including Sorry Business
- Illnesses and accidents
- Unforeseen and unexplained circumstances
- Compliance with another law that results in the child's absence
- The child is receiving distance education through a registered school
- The child is undertaking approved education, training and/or employment
- The child has been suspended
- The child is attending or observing a religious event, culture observance or obligation

General absence (EXPLAINED) – A Principal can record an absence as 'Unapproved' when there has been no reasonable explanation provided for the absence. If a reason is given to the Principal and it is not approved, then the school will notify the parent/carer in writing. In general, it is expected that these absences would not be excused:

- The parent did not seek approval beforehand, or in accordance with school procedure.
- The student was absent due to leisure or social activities without approval.
- The conditions of an authorised absence were not met.
- The parent has provided no explanation for the absences.

Principals should make sure attendance data is regularly monitored and analysed to look for attendance patterns. Patterns of absences can be across the school, a class or at the individual student level. Having accurate data, including the reasons for absences, is important for:

- Developing improvement strategies for students
- Reporting for funding requirements
- using as evidence when there are attendance concerns

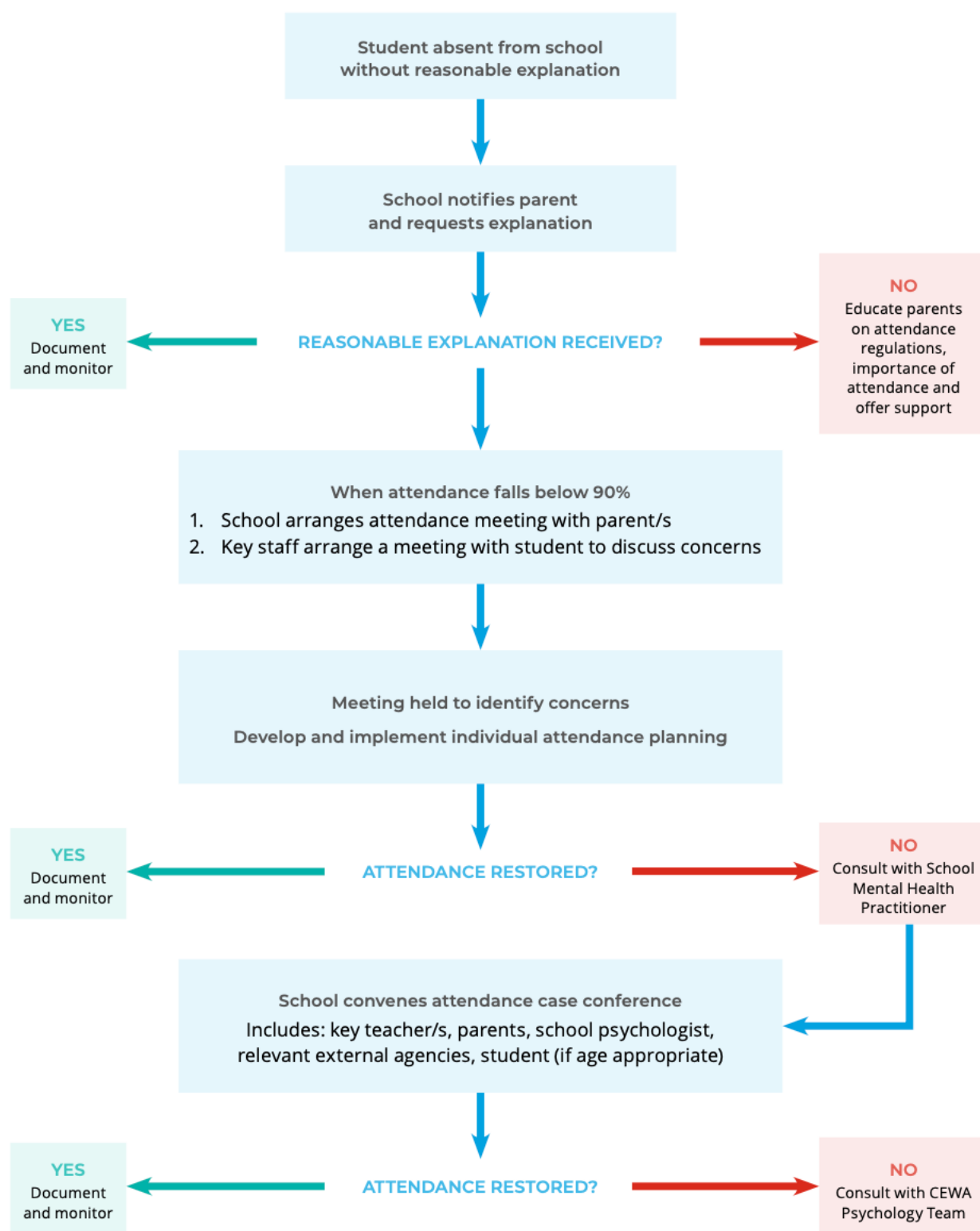
Parents/guardians must enrol a child of compulsory age at a registered school and ensure the child attends school at all times when the school is open for instruction. Parents/guardians must provide an explanation for any absence their child has and work in partnership with the school to support attendance.

The parent/guardian of the student is required to:

- Ensure the child attends school at all times when the school is open for instruction, unless there is a reasonable explanation for a student's absence.
- Provide an explanation for any absence their child has within 3 days.



## Student Non-Attendance Flow Chart



## **Parents/ Carers:**

Ensure that children are at school by the times below:

- Kindergarten – 8.45am
- Pre-Primary to Year 6 – 8.45am
- No student should be on school grounds, unattended, before 8.10am

If a child arrives at school after 8.45am, take the child to administration and sign in via the SEQTA app on the iPad before going to class. This is also required if a child is collected during the day and then returned to school.

If a child needs to be collected before 3.05pm (or 2.55pm for Kindergarten), come to administration and sign out via the SEQTA app on the iPad, then collect them from class handing the sign out slip to the teacher.

If a child will not be attending school on any day, contact the school prior to 9.00am on the day of the absence using one of the following methods:

- Emailing
- Absentee notification via the SZapp
- Calling 6173 9000 and speaking with the Administration Officer.
- Completing an absentee form at the office reception

Provide an explanation of student absence within 3 days of the absence. When a planned holiday or other period of absence falls during term time, submit a Leave of Absence Form (appendix 1) to the administration prior to the absence. This is required for any absence of three days or longer. If the dates change it is up to the parent/carer to provide written notification to the school.

## **Teachers:**

- Record absences using SEQTA by 9.00am each morning and at 1:30pm each afternoon.
- Each day check on the previous attendance for any anomalies and advise the Attendance Officer.
- Direct any correspondence he/she may have received from parents/ carers about student absences to the Administration Officer.
- Inform the Principal if there are any concerns about student attendance.

## **Administration Officer:**

- Record all parent/carer correspondence regarding attendance on SEQTA.
- Monitor teacher completion of rolls on SEQTA.
- Generate a text message to parents/caregivers when there is an unexplained absence.
- If parents/caregivers do not contact the school, send home a SEQTA attendance follow up note for signing.
- At least twice a term, review attendance records and re-contact parents/carers if required.
- Ensure that all signed notes, emails and other attendance details are archived.
- On a regular basis (at least once per term), inform the Principal of students whose attendance has fallen below 90%.
- Provide a class roll to relief teachers to complete attendance and record this information in SEQTA.
- Extract and store attendance at the end of the year according to Catholic Education Western Australia protocols.
- Store absentee emails will be stored in archive form at [admin@olmchilt.wa.edu.au](mailto:admin@olmchilt.wa.edu.au). Hard copy notes will be collected at the end of each year and stored in the Archive Room.
- Keep attendance data according to the Records Disposal Authority (RDA) schedule.

**Principal:**

- Monitor implementation of attendance procedures.
- Use the CEWA Student Attendance Guidelines and Student Attendance Resources to respond to all attendance concerns. **School Education Act 1999 Section 23**

**APPENDIX 2****Leave of Absence Form (Click for Leave of Absence Form )**

Dear Parent/Carer,

It is understood that no family intends to cause any disruption to their child's learning or school life when extra holidays are planned. The purpose of this letter is to provide some information for families so the school's position can be considered.

It is important that families consider the following issues when arranging holidays to be taken outside of the school holiday times.

- Students may miss out on important learning programmes that may affect future education. The school cannot accept responsibility for learning that is missed during extended leave taken.
- Teachers are not to be asked to set work while extended leave is taken for holiday purposes.
- If important assessments are missed, then some areas of your child's report may be left incomplete.
- Extended absences cause extra organisational concerns for in-class and co-curricular activities including sports days, assemblies, camps, Sacramental programmes and so forth. Your child's involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities are planned.
- Although every effort is made to set a school calendar of events in advance, due to exceptional circumstances, these dates may need to be changed during a school year.
- Students can find it difficult to learn school routines and develop social groups depending on when extended leave is taken.

Parents need to be aware of the "Attendance" requirements of the School Education Act 1999, in particular, Section 23.

It is important that the Leave of Absence form be completed and returned to the school administration office.

Kind regards,

Toni Kalat  
Principal



# Mater Christi

## Catholic Primary School

### LEAVE OF ABSENCE

(In Term Extended Leave including Holidays and Hospitalisation – 3 or more days)

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for Absenteeism: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
(from school) (to school)

Total number of school days absent: \_\_\_\_\_

Does your child attend Instrumental Music Lessons? \_\_\_\_\_  
(Music Teacher)

**PLEASE NOTE:** Recommended homework whilst away from  
school - Reading; Journal; Mental Maths

Are your School Fees up to date? Yes No

Signed: \_\_\_\_\_  
(Parents)

Signed \_\_\_\_\_  
(Principal)


Date: \_\_\_\_\_

**Office use only:**  
Seqta ☐ File Copy ☐ Emailed Teacher ☐

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## Dispute and Complaint Resolution

 <p><b>Mater Christi</b> Catholic Primary School</p>	Policy:	<b>Dispute and Complaint Resolution</b>
	Originally Released:	<b>2002 (CEWA)</b> <b>2017 (Mater Christi CPS)</b> <b>2022</b>
	Date for Review:	<b>2024</b>

Mater Christi is committed to handling complaints effectively and efficiently. To manage complaints effectively, we have established a Complaints Management System in line with:

- Principles 6 and 9 of the *National Principles for Child Safe Organisations*;
- the international complaints handling standard (*ISO 10002:2018 Quality Management – Customer satisfaction – Guidelines for complaints handling in organisations*); and
- the Australian/New Zealand complaints handling standard (*AS/NZS 10002:2014 Guidelines for complaint management in organisations*).

Our school supports the rights of parents/guardians, students and staff to have their complaints taken seriously, and responded to promptly and thoroughly.

Our complaints management system allows us to effectively capture, manage and report on complaints. We commit to regular analysis of complaints received and the implementation of any actions to rectify any deficiencies identified.

We commit to making our complaints management procedures accessible and transparent. We will ensure our school community are aware of the school's process for dealing with disputes and complaints.

### Definitions

*Complaint* means an expression of dissatisfaction with our school services, decisions, actions or those of its staff, or about the complaint management process itself.

*Dispute* means a conflict regarding a right, claim, or demand on one side, met by contrary claims or allegations on the other.

The rules of *procedural fairness* require:

- a hearing appropriate to the circumstances;
- lack of bias;
- evidence to support a decision; and
- inquiry into matters in dispute.

*Students* are defined as children and young people enrolled in Mater Christi.

### Informal complaints resolution

The majority of issues causing concern can be handled quickly and in an informal manner. In most cases these issues can be resolved through informal discussions with appropriate staff members.

Our school welcomes suggestions and comments from parents and takes all concerns, disputes and complaints seriously. A concern will be treated as a less serious matter that may be resolved with a more informal approach.

A dispute or complaint will be treated as something that requires the formal process detailed below to be followed.

We encourage all members of our school community to first treat their issue as a concern when approaching the school, and then lodge a formal complaint if this is not handled to their satisfaction. However, in unique circumstances

or where a matter involves **an immediate risk to the health, safety or wellbeing of a student**, the matter should be referred directly to the principal.

### **Roles and responsibilities of staff in resolving complaints and disputes**

School staff and the school leadership are responsible for recording, investigating and resolving complaints and analysing them to identify causes and inform continuous improvement.

Principal	The principal is accountable for ensuring that appropriate and relevant procedures are developed, implemented and reviewed on a regular basis and relevant reporting is completed. They are also responsible for ensuring all staff are educated about the school's complaints management procedures, and maintaining accurate records in the school's complaints register.
Complaints Officer	The complaints officer is authorized to record, investigate and manage complaints. They are required to maintain accurate records in the complaints register and liaise with parties to a dispute or complaint.
Staff members	All staff are authorised to deal with informal complaints. They are to record the resolution of informal matters in SEQTA. Where a person makes a formal complaint, staff must refer them to the complaints officer.

### **How to make a formal complaint**

We ask that, where appropriate, you first raise the matter directly with the relevant staff member. If that is not appropriate or the issue was not addressed to your satisfaction or you simply wish to make a formal complaint you can do so by any of the following means:

1. Lodging a complaint via the school's website: <https://www.mcps.wa.edu.au/>
2. Contact our Complaints Officer Julie Southwell on (08) 61739000 or send an email to [Julie.Southwell@cewa.edu.au](mailto:Julie.Southwell@cewa.edu.au)
3. Write a letter to the Principal [Toni.Kalat@cewa.edu.au](mailto:Toni.Kalat@cewa.edu.au) / 340 Yangebup Road, Yangebup; or
4. Telephoning the school administration and requesting to speak to the Complaints Manager/Principal.

Where a dispute or complaint is about the principal and there is no likelihood that it can be resolved directly with the principal, the immediate parties may refer the dispute or complaint to the Executive Director of Catholic Education Western Australia Limited (CEWA Ltd).

### **Anonymous complaints**

It is preferable that the complaint is verifiable, however if a complaint or any other information of unknown origin (i.e. anonymous) provides information that would cause the principal concern, it should be considered by the principal so that they can determine the appropriate course of action.

The dispute or complaint shall be promptly acknowledged in writing, unless the complainant is anonymous and cannot be identified.

The parties to the dispute or complaint shall be notified of the finding(s) of the dispute or complaint, including the basis of the finding(s). There is no duty to notify an anonymous complainant.

### **Withdrawal of a complaint**

Anyone may withdraw a complaint or dispute at any stage of the resolution process. If a complaint is withdrawn, the matter will be deemed to be closed, unless we, at our discretion and in all the circumstances, wish to continue to address a matter raised.

### **Internal formal resolution procedure**

#### **Step 1 – Receiving and recording the complaint**

All formal complaints are logged through SEQTA or email by the Complaint Officer.

#### **Step 2 – Acknowledge the complaint**

All complaints will be acknowledged in writing by the Complaint Officer at the time of receipt or as soon as possible afterwards. The Complaint Officer will allocate complaints a status, priority and target resolution date.

### **Step 3 – Assess the complaint and address immediate risks**

The Complaint Officer will conduct an investigation into the issues raised, following the principles of procedural fairness, and make a determination.

Where there is an appropriate:

- CEWA Ltd policy or directive that provides a specific mechanism for addressing the dispute or complaint; or
- binding legislative or regulator mechanism (including an Enterprise Bargaining Agreement) that addresses the issue raised in the dispute or complaint,

that will be followed.

Parties may involve a support person(s) to assist them in resolving the dispute or complaint.

### **Step 4 – Resolving complaints**

Following the determination, if appropriate, the Complaint Officer will formulate a resolution and provide a written response to the complainant. The matter will be closed if this response is accepted.

### **Step 5 – Further investigation**

If the proposed outcome is not accepted, the matter will be reviewed internally by the principal or the principal's delegate, who may seek additional information or submissions from the relevant parties. The principal or their delegate seek to resolve all disputes within 14 days from the date that the review process is initiated.

The principal may request external assistance and expertise (including mediation), including the involvement of the CEWA Ltd Employment and Community Relations Team to assist in the resolution of a dispute or complaint.

The matter will be closed if the response of the principal, or their delegate, is accepted.

### **Step 6 – Continuous improvement**

All complaints received will be entered into the school's complaints register and, where appropriate, a corrective action request will be made to address any underlying processes which the complaints investigation revealed may require improvement.

### **Step 7 – External resolution**

If the matter remains unresolved, the parties may seek external resolution alternatives – see **Reviews and appeals**.

## **Reviews and appeals**

Should a complainant be dissatisfied with the outcome of an informal complaint with the involvement of the immediate parties, or if there are unique circumstances, the matter can be referred to the next level by the complainant.

Once a decision has been made, parties may request a review of the decision in accordance with Procedures, including escalating the dispute or complaint to the Executive Director of CEWA Ltd. The Executive Director will investigate the complaint and/or areas of disputation in accordance with the rules of procedural fairness.

### *The role of the Director General*

The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the school has breached the registration standards, the Director General does not have power to intervene in a complaint or override the school's decision.

## **Confidentiality**

Confidentiality applies with respect to both information relating to the person making the complaint, and if relevant, to a person against whom a complaint is made. Our school is committed to maintaining the confidentiality of information throughout the complaints process.

Personally identifiable information about a complainant will only be made available for the purpose of addressing the complaint and (unless the complainant consents) will be actively protected from disclosure.

Children and young people have the same right to privacy, anonymity and confidentiality as adults. Children and young people may waive their right to privacy and confidentiality if they decide to involve somebody else in the complaints process, e.g. to access support.

If a complainant chooses to make a complaint without disclosing their identity, this will limit the options for proper and thorough investigation and resolution. It also raises issues in relation of procedural fairness for those who have a complaint made against them as they have the right to know of the particulars of the complaint and to respond. The school therefore cannot guarantee that anonymous complaints can or will be dealt with as effectively. Complainants are always encouraged to identify themselves.

As far as possible and appropriate, due discretion will be respected and maintained by all parties throughout the resolution process, save where persons are required to be informed on a 'need to know' basis or where investigative, statutory or legal requirements stipulate that matters be disclosed, reported or discussed. Therefore, there can be no overriding legal obligation or right with respect to confidentiality.

Where complaints are made in circumstances where an alleged crime may have been committed or the matter falls under the *CEWA Child Protection Procedures*, the WA Police and CEWA Ltd will be contacted and formally advised.

### **Record keeping**

The principal shall maintain appropriate records of the relevant particulars used to make a decision in response to any formal dispute or complaint. Where applicable this will include any statements made by the parties involved.

### **Child friendly complaints**

The principles that apply to complaints also are applied to complaints and concerns raised by students. Our school is committed to improving the visibility, accessibility and responsiveness of the complaints process for our students.

Students are encouraged to report complaints by:

- Talking to someone in the school they feel comfortable with, whether it is a mentor, classroom teacher, a member of the leadership staff, or the School Counsellor
- Talking to the school Psychologist (if applicable)

Students can make a complaint in different ways:

- Face to face
- By telephone (provide contact number)
- In writing (letter, email, or school website) [toni.kalat@cewa.edu.au](mailto:toni.kalat@cewa.edu.au)


Complaints should be acknowledged at the time of receipt or as soon as possible afterwards. Children and young people are often wary about making a complaint and want to be assured they are being listened to straight away.

Complaints that appear trivial still need to be handled seriously. Young people may test the complaints procedures on relatively minor issues before finding the confidence to raise something painful such as bullying.

If the issue is a painful one, or if exploration of it is taking time, a student may need support from another student or from an adult. Our students are encouraged to choose a person with whom they feel comfortable to provide support.

**In circumstances involving an allegation or complaint in relation to grooming, child abuse and breaches of the Code of Conduct the school will follow the *CEWA Child Protection Procedures (Mandatory Reporting)*, and the matter is reported promptly to the responsible government authorities.**

## Behaviour Management Procedure

 <p><b>Mater Christi</b> Catholic Primary School</p>	<p>Policy: <b>Behaviour Management Procedure</b></p> <p>Originally Released: <b>1997</b>          Last Reviewed: <b>2021</b>          Date for Review: <b>2023</b> (Following the completion of the Student Code of Conduct)</p>
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The school community of Mater Christi Catholic Primary School believes that the students, staff and parents have the right to work together in a safe, caring and inclusive environment showing courtesy, cooperation and consideration towards others. Behaviour Management Procedure is based on the dignity of the human person. Created in the image and likeness of God, each human person has an innate dignity and a right to be treated with respect. Mater Christi has clear standards of behaviour required. Fair rules are set out and must be followed. Gospel values such as honesty, justice, integrity, compassion and love must be apparent in all situations where behavioural issues are addressed.

Any behaviour that seriously affects or endangers the well-being of the community needs to be addressed with Christ-like compassion.

Our school's **Policy** is derived from our school's Vision Statement alongside CEWAs policies and directives. The policy formulated is always Christ centred.

The core purpose of this statement is:

### **Making Jesus Real in the lives of our students, our families and our staff.**

At Mater Christi Catholic Primary EVERYBODY has the RIGHT to:

- Be safe
- Be respected
- Be a learner
- Be valued

#### **AIM:**

Mater Christi Catholic Primary School endeavours to ensure all children accept responsibility for their education and behaviour, understanding that attitudes and behaviours have a natural consequence. As a school, we aim:

1. To nurture Respect, Responsibility and Resilience.
2. To create of a positive environment where children respect the rights of others, including:
  - The rights of other children to learn
  - The rights of the teacher to teach
3. To foster self-discipline and develop responsibility for one's own behaviour.
4. To encourage students to learn from their behaviour.

5. To promote to all staff that educators must not belittle, humiliate, denigrate, scapegoat, threaten or ridicule a child.
6. To establish clear guidelines that protect the rights of all individuals, where the procedures, consequences and incentives are clearly defined and known by the school community.
7. To assist parents and caregivers in developing and maintaining their child's educational, physical, spiritual and pastoral needs.
8. To acknowledge the worth of all members of the community and their right to work and learn in a positive, harmonious, safe and supportive environment guided by the Gospel values.

**Mater Christi Catholic Primary School has a responsibility to provide an educational environment that promotes the dignity and respect of the person and, therefore, aims to eliminate bullying and harassment in all forms.** Learning outcomes, physical health, emotional, psychological and spiritual well-being can be adversely affected by bullying and harassment.

The Policy is designed to complement the **Highway Heroes** program along with the **Making Jesus Real** philosophy. This is an outline of the whole school process involved in dealing with behaviour management and allows teachers, parents and students to understand the steps involved in implementing this policy.

In addition to this, Highway Heroes, a program reinforced through our School Counsellor, aims to develop children's proactive skills (forming friendships, gaining inclusion, thought/mood management) and reactive skills (dealing with play refusals, friendship difficulties, teasing and bullying) by using tools, resources and activities with structured stand-alone modules and lesson plans on particular topics such as Resilience and Bullying. The Highway Heroes program promotes:

- Positive Psychology:
  - Helping children to flourish and function optimally in their peer relationships by incrementally building key social and emotional skills that help them to deal positively with every day events and challenges.
- Cognitive Behavioural Therapy:
  - Introducing children to the connection between their cognitions, mood and behaviour illustrated through experiential exploration of common peer scenarios.
- Social Learning Theory:
  - The guiding structure of *Highway Heroes* is the use of experiential learning – role plays, direct instruction, observation and modelling is incorporated into lessons.
- Solution-focused Therapy:
  - Providing children with a range of skills and strategies, or tools, assists the development of active problem-solving behaviours leading to a solution and positive outcome.

## DEFINITIONS:

Mater Christi Catholic Primary School adopts a Whole School Approach to bring about positive behaviour with a strong emphasis on teaching appropriate behaviours and providing systems of support to bring about these positive behaviours.

Bullying is defined as a repeated behaviour that may be physical, verbal, written and/or psychological; where there is intent to cause fear, distress or harm to another; that is conducted by a more powerful individual or group; against a less powerful individual or group of individuals who is /are unable to stop this from happening.

- *Behaviour* is defined as anything we say or do.
- *Appropriate Behaviour* is any behaviour that contributes to the positive learning environment and aligns with our school rules and behavioural expectations. Appropriate behaviour contributes to and builds an environment of positive wellbeing.
- *Inappropriate Behaviour* is any behaviour that does not meet the school rules and behavioural expectations. Inappropriate behaviour detracts from an environment of positive wellbeing.



- *Challenging Behaviour* is behaviour that significantly challenges the day to day functioning of schools. The behaviour impacts adversely on learning and positive wellbeing and interrupts students' and staff capacity to function in a safe and orderly environment.
- *At Risk Behaviour* is any behaviour that could cause possible harm or injury to self or other. This includes physical, emotional or psychological harm.

Bullying involves:

- a desire to hurt
- hurtful behaviour (physical, verbal or relational)
- an imbalance of power
- an unjust use of power
- typically repetition causing distress, not only at the time of the attack but also by the threat of future attacks
- An imbalance of power (that is inappropriate and where there is an intention to hurt)

Bullying can be characterised as:

1. **Physical bullying**  
This is when a person (or group of people) uses physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying.
2. **Verbal bullying**  
Repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse.
3. **Covert bullying**  
Such as lying about someone, spreading rumours, playing a nasty joke that make the person feel humiliated or powerless, mimicking or deliberately excluding someone.
4. **Psychological bullying**  
For example, threatening, manipulating or stalking someone.
5. **Cyber bullying**  
Using technology to bully verbally, socially or psychologically.
  - Flaming: online fights using electronic messages with angry or vulgar messages
  - Harassment: repeatedly sending nasty, mean or insulting messages
  - Denigration: Posting or sending gossip or rumours about a person to damage his/her reputation or friendships
  - Outing: sharing someone's secrets or embarrassing information or images online
  - Exclusion: Intentionally and cruelly excluding someone from an online group
  - Cyber stalking: repeated, intense harassment and denigration that includes threats or creates significant fear.

## PROCEDURES:

All classes are to follow the standard school procedures for their Classroom Behaviour Management Procedure. Pre-Kindy, Kindergarten and Pre-Primary procedures may be modified in consultation with the Leadership Team.

Teachers to formulate a classroom Code of Conduct with their class so that students take ownership of the expectations and are fully aware of the positive and negative consequences. Parents need to be informed of the Classroom Behaviour Procedures Policy at Parent Information Evenings and within the Parent Handbook.

In addition to playground supervision and bullying rules the following core school rules will be adhered to at all times;

1. Everyone at Mater Christi Catholic Primary School has the RIGHT to LEARN, WORK and PLAY in a supportive, secure and safe environment.
2. Respect yourself, adults and other children.
3. Respect your property, the property of others and of the school.

## Rights and responsibilities of our school community

Children have a right to: <ul style="list-style-type: none"><li>• Be safe at school</li><li>• Learn without interference</li><li>• Be treated with courtesy by staff, students and families</li></ul>	Children have the responsibility to: <ul style="list-style-type: none"><li>• Obey school rules and safety guidelines</li><li>• Endeavour to do their best</li><li>• Treat others with respect and courtesy</li><li>• Take responsibility for their behaviour and accept the consequences</li></ul>
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### Positive consequences:

Positive attitudes or desired behaviours will be rewarded and celebrated.

Processes for encouraging the desired behaviour includes:

- Merit and Aussie of the Month Certificates issued at Assemblies.
- Immediate social re-enforcement, such as praise, rewards, privileges e.g. free time.
- Letters of praise to parents or verbal feedback.
- Stickers within the classroom.
- WOW Wednesday Sticker
- Positive written comments.
- Class reward time.
- SOJ (Spirit of Jesus) Gotcha Cards – advertised in the weekly school newsletter

Individual, group and class positive consequences to be displayed in the classroom. These should encourage intrinsic motivation and relate to the school values.

### Negative consequences:

Process for discouraging inappropriate attitudes or behaviour may include:

- Ongoing re-direction within the context of the lesson.
- Individual discussion with the teacher away from the class lesson.
- Specialist teachers to inform class teaches of inappropriate behaviour.
- The student may be asked by the classroom teacher and/or member of the Leadership Team to complete a Think Sheet.

To support children's acceptance of responsibility for their own actions and encourage appropriate behaviours, a range of consequences have been developed. These are applied after due consideration is given to:

1. The individual circumstances of the student.
2. The nature and frequency of the action.
3. How the action has infringed on the rights of others.

## **MINOR BEHAVIOUR INCIDENTS**

Minor behaviour incidents can be managed at a classroom level following the teacher's preferred behaviour procedure system and individual classroom rules. Each classroom Code of Conduct operates under the umbrella of the whole school Behaviour Procedure Policy and both must be adhered to.

### Consequences

1. **Issue the 1<sup>st</sup> warning (verbal)** and redirect the student to appropriate behaviours.
2. **Issue 2<sup>nd</sup> warning (chart move)**, speak with the child privately and specify the inappropriate behaviour before returning them to the group. This warning will need to be made visible by moving the child's name on a chart.
3. **Issue 3<sup>rd</sup> warning (chart move)**, reminder given to the child to reflect on behaviour and make better choices. The child is required to move their name down a second place on the behaviour chart.
4. **Issue 4<sup>th</sup> warning (chart move)**, child's name moved to the third step on the behaviour chart. The student completes a '**Think Sheet**' which needs to be signed by an Assistant Principal before going home

to the parent for a signature. This then needs to be returned to the class teacher. Parents must be called before the 'Think Sheet' goes home. Teacher to file with behaviour records.

5. Should misbehaviour continue, teacher to request a parent interview (Leadership may sit in and support). This shall be due to patterns of anti-social or misbehaviour.

#### **When a Think sheet is given:**

1. Teacher issues *Think Sheet*. Depending on the situation, this will be completed with the teacher, an Assistant Principal or Principal.
2. *Think Sheet* will need to be signed and dated by the teacher Assistant Principal. Send this home with the child.
3. Parents are called to inform them why the *Think Sheet* was given and to remind them to sign it.
4. Parents sign & date the *Think Sheet* and this is returned to school to be filed.
5. If a child receives three Think Sheets, Leadership is to call a meeting with parents to discuss behaviour modification plan.
6. **(Teachers to scan a copy of the completed *Think Sheet* and save into the student's pastoral care notes on SEQTA.)**

**Withdrawal of student for minor incident:** *A member of the Leadership Team may withdraw a student from the classroom to complete the Think Sheet including discussion time. Withdrawal may also include completing some class work during this time. The student will join their peers for recess and/or lunch and attend specialist classes.*

#### **MAJOR BEHAVIOUR INCIDENTS**

*Any behaviour that challenges the day to day running of the classroom or school and interferes with a positive and harmonious school environment.*

Major incidents of misbehaviour may include

- verbal
- physical
- social
- psychological

Any behaviour incidents require the involvement of Leadership.

#### **WITHDRAWAL OF STUDENTS FOR DISCIPLINARY REASONS**

##### **Principles**

1. Withdrawal means removal of a student's right to be present in their classroom.
2. Withdrawal is interim disciplinary step reserved for cases of continual misconduct, breaches of the school code of conduct or behaviour that is persistently disruptive or contrary to the mission statement of the school.
3. Careful consideration shall be given to the overall good of the individual student as well as to the welfare of the school community.
4. The Principal is expected to examine individual cases on their own merits and balance the principle of natural justice with the quality of mercy.
5. The decision to exclude a student for a major incident shall be the responsibility of the Principal.

##### **Procedures**

1. A member of the school Leadership Team will undertake to investigate the matter and provide a fair and unbiased hearing for all parties concerned.
2. During the investigation and before any decision is made to withdraw the student from their classroom, the member of the Leadership Team is to ensure that:
  - the student has the right of representation, normally a parent/guardian

- a student has the right of response to any allegations made against him/her
  - consultation with parents and staff involved takes place as soon as practicable
3. The Principal shall (where practicable) consult with the school Psychologist/Counsellor.
  4. Before any decision is made to withdraw a student, the parent or guardian of the student shall be informed personally that withdrawal is a likely outcome based on the results of the investigation.

## **EXCLUSION OF STUDENTS FOR DISCIPLINARY REASONS**

### **Principles**

1. Exclusion means total withdrawal of a student's right to attend a particular school.
2. Exclusion is an extreme disciplinary step reserved for cases of gross misconduct, serious breaches of school rules, or behaviour that is persistently disruptive or contrary to the mission statement of the school. Exclusion is a sanction to be applied as a last resort, normally after all other means have failed.
3. Careful consideration shall be given to the overall good of the individual student as well as to the welfare of the school community.
4. The Principal is expected to examine individual cases on their own merits and balance the principle of natural justice with the quality of mercy.
5. The decision to exclude a student shall be the responsibility of the Principal.
5. The Principal shall ensure that detailed records of the events and discussions related to the decision to withdraw the student from the classroom, are maintained on SEQTA.

### **Procedures**

1. The school shall have a disciplinary policy which incorporates procedures for the suspension as well as for the exclusion of a student.
2. Where practicable, the Principal should delegate the responsibility to undertake the investigation to a member of staff. The investigation shall be based on the merits of the matter and provide a fair and unbiased hearing for the parties concerned.
3. During the investigation and before any decision is made to exclude the student, the Investigating Staff Member is to ensure that:
  - the student has the right of representation, normally a parent/guardian
  - a student has the right of response to any allegations made against him/her
  - consultation with parents and staff involved takes place as soon as practicable
4. Where it is not practicable for the Principal to delegate the investigation, the Principal will discuss the merits of the matter with a peer Principal prior to proceeding to procedure four.
5. The Principal shall (where practicable) consult with the school Psychologist/Counsellor.
6. If the Investigating Staff Member recommends to the Principal and/or the Principal forms the opinion that exclusion is an option, the Director of Catholic Education or the Director's delegate(s) shall be informed and the circumstances pertaining to the prospective exclusion discussed prior to formalizing the decision to exclude the student.
7. Before any decision is made to exclude a student, the parent or guardian of the student shall be informed personally that exclusion is a likely outcome based on the results of the investigation.
8. The parent or guardian shall then be given the option of voluntarily removing the student from the school.
9. Should a parent or guardian agree to remove a student from the school, the Principal is to work collaboratively with the parent or guardian to help find an alternative school for the student.
10. Only after a parent or guardian has been given the option to remove a student from the school and has declined to do so should the Principal take a decision to exclude the student from the school. The parent/guardian shall be informed in writing that a decision to exclude has been taken.
11. After a decision to exclude has been taken, the Principal should continue to work collaboratively with the parent or guardian if assistance is sought to find an alternative school for the excluded student.
12. The Principal shall ensure that detailed records of the events and discussions related to the decision to exclude the student from the school, are maintained on SEQTA.

13. Records pertaining to the exclusion should be regarded as 'Restricted Access Records' [ref: Policy Statement: The Management of Confidential Information in Schools] and be accessible only to employees specifically designated by the Principal.

#### **REFERENCES:**

- Kids Matter- Australian Primary Schools Mental Health Initiative. *Highway Heroes - Smart Skills 4 Life* [ONLINE] Available at: <https://www.kidsmatter.edu.au/primary/programs/highway-heroes-smart-skills-4-life>



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